Navy Reserve Web Site (NRWS)

PASSWORD RESET & USER VALIDATION INSTRUCTIONS

EFFECTIVE 25 JANUARY 2006

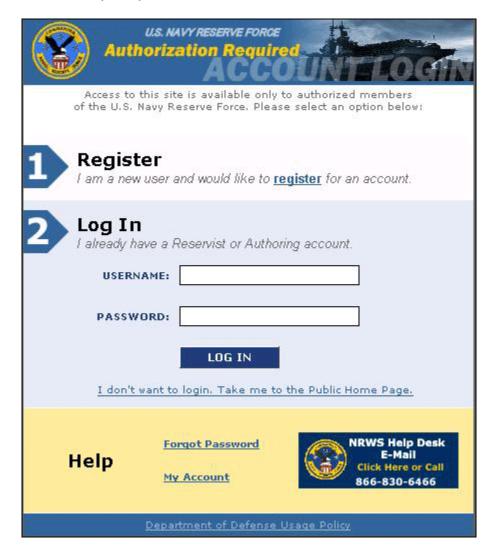**Prepared by: CNRFC N63B**
Creation/Revision Date: 24 January 2006

Introduction:

In order to comply with recent DoD security mandates, <u>starting on 25 JAN 2006</u> all NRWS users will be required to complete the following steps before being granted access to Private Side content.
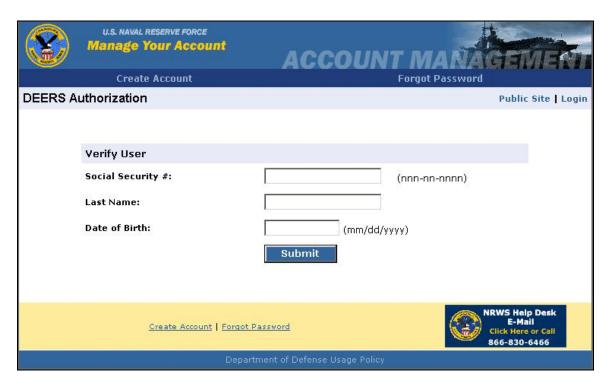
Steps:

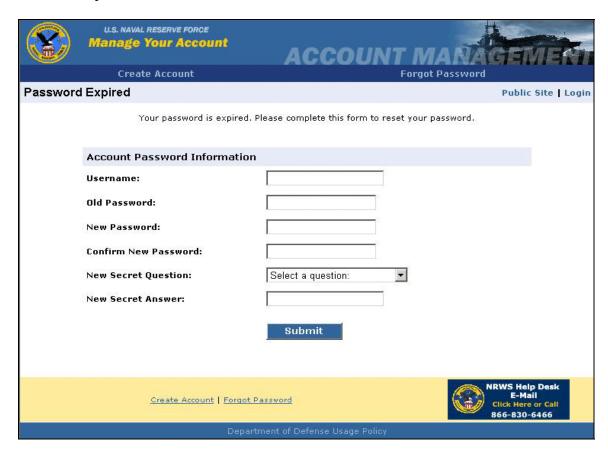I)   **Login to NRWS using current Username and Password or Common Access Card (CAC).**

(Login Page Screenshot)

II) **Enter and validate Last Name, SSN and Date of Birth with DEERS**

(DEERS Authorization Page Screenshot)

III) **If verification is received that account is valid in DEERS, password reset page will load and user will need to enter Old Password, New Password (twice) and add or update a Secret Question for added security.**

IV) **Log into Private Side using updated password.**

**Please contact the NRWS Help Desk at 866-830-6466 or by email at
nrwshelp@hq.cnrf.navy.mil for assistance or additional information.**